



ANNOUNCEMENT OF TEMPORARY JOB OPPORTUNITY

Graduate Student Intern Position in Public Health

Lead Poisoning Prevention

May 2012 through December 2012

Background:

The Minneapolis Department of Health and Family Support (MDHFS) is currently seeking an intern to assist the implementation of multiple efforts regarding the promotion of lead poisoning prevention and healthy homes strategies. This temporary job opportunity is contingent upon continued funding and may continue beyond the period listed above. ***Duration of internship is dependent upon continued funding and performance.**

Job Responsibilities:

The responsibilities of the student intern may include but are not limited to:

- Assist professional staff in the implementation and of multiple grant programs aimed at healthy homes outreach and education.
- Perform data cleaning, preparation, reporting and analysis to assist program manager and senior leadership team to effectively communicate department's abilities and success to grantor.
- Analyze internal historical lead testing data to establish baseline report on housing conditions among surveyed residents
- Assist management in the creation of well written publication quality documents from data analysis
- Attend community, organizational, and governmental meetings on issues relating to lead poisoning prevention and healthy homes strategies.
- Assist project staff in evaluating a number of programs relating to the promotion of lead poisoning prevention and healthy homes awareness.
- Assist in communication with families of children with elevated blood lead levels and clinics that provide health care for these families.
- Other tasks as needed.

Knowledge and Skills Preferred:

- Demonstrated ability to work with low-income and at-risk populations.
- Prior experience working on projects relating to environmental health issues is desired.
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- Proficient skill set in 2010 Microsoft Office Products (e.g. Excel and Access) to gather, store, manipulate, analyze and disseminate data.

Required Qualifications:

Applicants must be a current student in a Master's or Ph.D. program in Public Health, Environmental Health, Environmental Studies, Environmental Policy, Maternal and Child Health, or any other related degree program.

Salary and Hours:

\$16.93 per hour; up to 20 hours per week

How to apply:

In order to be considered a cover letter and resume must be received no later than **3:00 pm April 13, 2012.**

Email, fax, or mail your application materials to:

Minneapolis Department of Health & Family Support

ATTN: Kim Stringfellow

250 S 4th Street, Room 510

Minneapolis, MN 55415

612-673-3528

612-673-3866 (fax)

Kim.Stringfellow@minneapolismn.gov

For additional information regarding the Minneapolis Department of Health and Family Support,
Please visit us at: <http://www.minneapolismn.gov/health/index.htm>

BACKGROUND CHECK:

The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer